



Apply online at
www.sanbruno.ca.gov

*For additional information
or to submit an application,
please contact:*

*Human Resources
567 El Camino Real
San Bruno, CA 94066
Phone : (650) 616-7055*

*Final Filing Date:
October 21, 2010*



*Invites Your Applications for
Public Safety Dispatcher I
(Entry/Lateral)*

\$4,894 - \$6,006 Monthly



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October 21, 2010***

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

The City

The City of San Bruno is “the City with a Heart”. Located in San Mateo County, San Bruno is 12 miles south of San Francisco and adjacent to the San Francisco International Airport. San Bruno is an ethnically and culturally rich and vibrant city of more than 40,000 residents. The community offers a small-town atmosphere within a large metropolitan setting. A variety of housing opportunities and an excellent school system are among the amenities that make San Bruno a desirable place to live and work.

The City of San Bruno is a general law city incorporated in 1914. The Mayor is directly elected for a two-year term. Council members are elected for four-year overlapping terms with elections held in November of odd numbered years. The City operates under the Council-Manager form of government. The City Council appoints the City Manager who in turn appoints all Department Heads. The City Council encourages citizens participation through appointment of individuals to serve on 10 advisory boards, commissions and committees.

The Position

The position of Public Safety Dispatcher is responsible for public safety dispatch and related records management activities/ functions, which operate on a twenty-four hour basis, 365 days per year. This position performs a wide range of duties involving radio, telephone, and computers, applying various procedures and codes; supports goals and objectives of the City and Police Department; and performs other duties as required.

A Public Safety Dispatcher may be assigned to either a day, swing, or graveyard shift on a regular, rotational basis that includes nights, weekends, and holidays.

The Department

The Police Department consists of 44 sworn and 16 non-sworn employees. The department is organized into three major divisions, the Field Services Division, Support and Community Services, and the Administrative Services Division.

The Police Department places high priority on customer service, community interactions, and on youth and school programs. Members of the Police Department provide a high quality work product and seek to instill a feeling of loyalty and trust in the citizens of the community.

You can arrange for a tour of the Police Department by calling 650-616-7100.

Essential Duties

- Receives and transmits emergency telephone and radio traffic.
- Maintains and processes a variety of communications reports, records and radio logs.
- Operates a dispatch console, uses Computer Aided Dispatch (C.A.D.) System and other computer programs to process information and records.
- Performs collateral duties including a variety of related clerical tasks: assisting in preparation of work schedules; training and evaluating performance of new employees; conducting training sessions; assisting in fingerprinting and jail operations, which may include searching prisoners; and is accountable for handling cash, bond, and check transactions.
- Maintains a high level of confidentiality.
- Performs related duties and responsibilities as assigned.

Minimum Qualifications

ENTRY

Education: Graduation from high school or possession of a GED and additional related college course work or degree is preferred.

Experience: One year of work experience requiring alertness and using independent judgment.

Certificates and Licenses:

- Typing certificate must be submitted with application verifying minimum typing speed of 35 net words per minute. The maximum number of errors is nine (9). Typing certificate issued within the last year will be considered valid.
- Must possess and maintain a valid California Driver's License with a good driving record.
- Must be able to pass an extensive background investigation.
- Completion of the POST Entry Level Dispatcher Selection Test Battery with an acceptable passing score. Certificates issued within the last year will be considered valid.

LATERAL

Education: Graduation from high school or possession of a GED and additional related college course work or degree is preferred.

Experience: Certificate of completion from POST Dispatch Academy and completion of a probationary period in a public safety agency.

Certificates and Licenses:

- Typing certificate must be submitted with application verifying minimum typing speed of 35 net words per minute. The maximum number of errors is nine (9). Typing certificate issued within the last year will be considered valid.
- Must possess and maintain a valid California Driver's License with a good driving record.

- Must be able to pass an extensive background investigation.
- California Peace Officer Standards and Training (POST) Basic Dispatch Certificate.

Application & Selection Process

Interested candidates may apply on line at <http://www.sanbruno.ca.gov> or request an application by contacting Human Resources at (650) 616-7055. You may also pick up an application at the City of San Bruno - Human Resources Department, 567 El Camino Real, San Bruno.

Candidates **must submit a 1). completed City of San Bruno Application, 2). typing certificate, and 3). POST Dispatcher Test Battery for Public Safety Dispatcher issued within a year (if applying for entry level), or POST Dispatch Academy Certificate and POST Basic Dispatch Certificate (if applying for lateral level) BEFORE 5p.m. on the final filling date of October 21, 2010.**

After the initial screening of applications, those applicants that meet the minimum qualifications and appear to best meet the Department's ideal candidate description will be invited to participate further in the process.

Employee Benefits

Mission Statement

Retirement

The City and employee both contribute to the Public Employees' Retirement (PERS) 2.7% @ 55 plan. Employees pay PERS contribution of 8% and do not pay Social Security. Employees pay 1.45% for Medicare contributions.

Insurance

The employee cost of medical, dental, and vision coverage is \$1.50 per month for employee only and \$31.38 per month for employee and dependent coverage (including domestic partner). This is paid on a tax-deferred basis and is subject to adjustment annually.

Life insurance equal to one year's annual salary and Long-Term Disability (LTD) coverage is provided at no cost to the employee.

Leave

Includes 10-23 days vacation per year depending on length of service, 12 days annual sick leave, and 14.5 paid holidays.

Other Benefits

- Home Loan Assistance Program
- 2.5% Bilingual Incentive
- Deferred Compensation Programs
- Credit union membership
- Section 125 Flexible Benefit Plan
- Tuition reimbursement

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

Vision Statement

San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

Core Values

- Integrity
- Protecting, guarding, and shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness and commitment to the community

**Join the City of San Bruno
The City
With a Heart**



NOTE: This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.